

SHERIFF - CORONER



95
COUNTY OF SANTA CRUZ

MARK TRACY
SHERIFF-CORONER

701 OCEAN ST., RM. 340
SANTA CRUZ, CALIFORNIA 95060

PHONE (408) 454-2985
FAX (408) 454-2353

January 7, 1999

AGENDA January 26, 1999

Board of Supervisors
Government Center
701 Ocean Street
Santa Cruz, CA 95060

AB 2766 MOTOR VEHICLE EMISSIONS
REDUCTION GRANT- PROGRAM

Dear Members of the Board:

The Monterey Bay Unified Pollution Control District is responsible for the administration of a Motor Vehicle Emissions Reduction Grant Program pursuant to legislation adopted under AB 2766. The Santa Cruz County Sheriffs Office has been awarded a grant for the purchase of two law enforcement electric bicycles to be used for patrol and special event functions. No local matching funds are required for the grant. The total of the grant is **\$4,320.00** to be awarded in the FY 1998/99 with reporting requirements extending for three years to measure the positive impacts of the grant.

Implementation of this grant would **afford** several opportunities for the **Sheriff's** Office and the citizen's of Santa Cruz County:

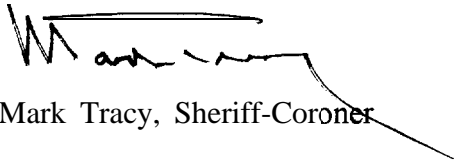
- 1) The Sheriffs Office would be able to utilize the bicycles for patrol in shopping centers, commercial districts and residential areas.
- 2) Deputy Sheriffs would be more accessible to community members by being out of their patrol vehicles.
- 3) Vehicle emissions would be reduced.
- 4) The public would have the opportunity to consider alternative transportation methods.

The **Sheriff's** Office will conduct bicycle patrol using existing staffing resources. We intend on making the electric bicycles available to Deputy Sheriffs in the patrol division to supplement patrol techniques. We are asking the Board for approval and authorization to implement this grant award.

Therefore, it is recommended that the Board:

1. Approve the acceptance of a \$4,320 grant award from the Monterey Bay Unified Air Pollution Control District to purchase electrically powered police bicycles and authorize the Sheriff to sign and implement this agreement.
2. Adopt the attached resolution accepting and appropriating \$4,320 in unanticipated revenue from this grant.
3. Approve the purchase of two electrically powered police bicycles, as County mobile equipment fixed assets, at a cost not to exceed \$4,320.

Very truly yours,



Mark Tracy, Sheriff-Coroner

Attachments: Exhibit #1 - AB 2766 Grant Award
Exhibit #2 - AUD60

RECOMMENDED:



for **Susan Mauriello**
County Administrative Officer



MONTEREY BAY
Unified Air Pollution Control District
serving Monterey, San Benito, and Santa Cruz counties

AIR POLLUTION CONTROL OFFICER
Douglas Quetin

24580 Silver Cloud Court • Monterey, California 93940 • 83 1/647-941 1 • FAX 83 1/647-8501

December 11, 1998

Mark S. Tracy, Sheriff- Coronor
Attention: Richard Ross
County of Santa Cruz Office Building
701 Ocean St. Room 340
Santa Cruz, CA 95060

DISTRICT BOARD MEMBERS

CHAIR:
Judy Pennycook
Monterey County

VICE CHAIR:
John Myers
King City

Jack Barlich
Del Rey Oaks

Ray Belgard
Santa Cruz County

Edith Johnsen
Monterey County

Tom Perkins
Monterey County

Ron Rodrigues
San Benito County

Oscar Rios
Watsonville

Celia Scott
Santa Cruz

Alan Styles
Salinas

Walt Symons
Santa Cruz County

Number: 99-49
Title of Sponsored Project: Two Zap Bikes

Dear Mr. Tracy:

On October 21, 1998, your agency was awarded an AB2766 grant of \$4,320 for the subject project. Enclosed are two copies of the Grant Acceptance Agreement for this award. This grant was made directly to your agency as the project sponsor. To accept this FY 98-99 grant, an authorized representative of the Sponsor Agency must initial each page on the pages indicated; sign the Agreement and the Conflict of Interest statement and mail back a signed original of all pages to the above address no later than February 28, 1999. Please note that all other funds necessary to implement the project *must be secured* and that no reimbursable expenditures may occur, prior to the date of signature by *both parties* to this agreement.

I am enclosing a WP6.1 file of this agreement on 3.5" HD diskette. You may use this file to prepare your Attachments 1 and 1A or to make any proposed revisions to the agreement. Please call Mr. Fairchild of Air District staff if you have any questions or wish additional information, or if you wish to discuss modifications to the agreement.

On behalf of the Air District I thank you for sponsoring, developing and implementing this important project in cooperation with District staff.

Sincerely,

Doug Quetin
Air Pollution Control Officer

Enclosed: 3.5" HD diskette with file XM99-49.WPD

CONTENTS
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program
Grant Acceptance Agreement

The following items are included in this AB 2766 Grant Acceptance Agreement for FY 98-99. Please complete Attachments 1 and 1A of this Grant Acceptance Agreement using the instructions in Attachment 4.

1. **Grant Acceptance Agreement** - Six pages. Initial each page and sign
2. **Attachment 1: Project Description** - Three pages. Initial each page
3. **Attachment 1A: Project Narrative:** - One or more pages. Initial each page
4. **Attachment 2: Special Grant Conditions** -- One or more pages. Initial each page
5. **Attachment 3: Conflict of Interest Certification:** One page. Initial and sign
6. **Attachment 4: Instructions for Completing Attachments, Reimbursement Requests and Reports**

FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program

Grant Acceptance Agreement

**Between The
Monterey Bay Unified Air Pollution Control District
(The District)
and
County of Santa Cruz Sheriff-Coronor's Office
(The Grantee)**

The Monterey Bay Unified Air Pollution Control District (hereafter referred to as "The District") hereby grants an amount not to exceed \$4,320 to: The County of Santa Cruz Sheriff-Coronor's Office (Hereinafter referred to as "Grantee" or "Sponsor Agency Grantee") for the purpose of implementing the following project:

Number: 99-49

Title of Sponsored Project: Two ZAP Bikes

I. General Agreements

This Grant Acceptance Agreement includes Attachments 1, 1 A, 2, 3 and 4.

A. Sponsor Agency Grantee:

The Grantee hereby agrees to:

1. Assume responsibility to implement and complete the sponsored project as outlined and in accordance with the schedule in Attachment 1 & 1A. Any changes to the project scope or schedule from that described herein must be requested in writing to the Control Officer (APCO) and accepted by the District Board prior to Grantee incurring reimbursable expenses caused by such changes;
2. Comply with all applicable District, federal, state and local laws and regulations;
3. Obtain all permits, approvals or clearances required to implement the sponsored project including District permits as needed;

4. Request the District for reimbursement of project costs with AB2766 grant funds, in the manner described in this agreement, for all expenses eligible for reimbursement under this agreement;
5. Prepare and submit all reports as described in this agreement;
6. Keep records and submit supporting documentation in a manner and form satisfactory to District staff;
7. As Sponsor Agency, perform all requests for reimbursement and accept all grant funds from the District for the purposes of this agreement in accordance with the terms of this agreement.

B. District:

The District hereby agrees to:

1. Promptly respond to questions regarding this agreement;
2. District will reimburse approved requests for reimbursement of project expenditures, submitted in accordance with this agreement, within 30 calendar days of District approval.

II. Reimbursement Requests

1. Grantee will request reimbursement of expenditures under this agreement no more frequently than once every three months unless otherwise agreed in Attachment 2.
2. Grantee will certify that all expenditures for which reimbursement by AB2766 grant funds is requested occurred for the purposes stated in the request.
3. Grantee will submit supporting documentation for all reimbursements in a manner and form satisfactory to District staff.

Grant Acceptance Agreement
Project No 99-49

December 11, 1998

Grantee Initials Here:

III. Annual Report

1. Sponsor Agency Grantee will deliver Annual Report(s) on this project, covering the fiscal year from July 1st to June 30th;
2. Annual reports are due two months after the end of the fiscal year (August 31st) until project completion.
3. Grantee will submit annual reports in the format shown in Attachment 4.

IV. Project Completion

1. Time is of the essence for this agreement. Sponsor Agency Grantee must sign an acceptance agreement by February 28, 1999. The project end date will be exactly two years from the signature by both parties of the grant agreement, unless an extension to an executed agreement is agreed to by the District Board. Extensions of project end dates require that Grantee demonstrate reasonable progress, satisfactory to the District, by June 30, 2000. The following schedule is hereby agreed for this project:

- Project Start Date: The date of APCO signature of this Agreement _____
- Project End date: Two years after start date: _____
- Project Completion Date: The earlier of end date or final reimbursement request date.

2. Prior to reimbursement by the District of the last ten (10) percent of AB2766 grant, the following conditions will be met by Grantee:

- Grantee will conduct a final project review with a District representative.
- Grantee will submit a final report, covering the period from start date to project completion, satisfactory to the District.
- The final report will be submitted within 60 days of project completion or end date, whichever comes first.
- The emissions reducing activity which qualified this project for an AB2766 grant award will be present and measured in the final report.

V. Correspondence

Correspondence or notices required by this agreement shall be sent via first class mail addressed as follows:

[Empty box for initials]

District:

Doug Quetin
Air Pollution Control Officer
(attention: Dave Fairchild)
MBUAPCD
24580 Silver Cloud Court
Monterey, CA 93940
Tel (83 1) 647-9411;
Fax (83 1) 647-8501
dfair@MBUAPCD.ORG

Sponsor Agency Grantee:

Tel: _____
Fax: _____
E-mail: _____

VI. Assignment and Delegation

1. This agreement, or any benefits flowing from this agreement, may not be assigned by the Grantee;
2. Grantee may not delegate any duties or obligations under this agreement;
3. In Attachment 1, Section G, Grantee will identify the specific funding source (other than AB2766 grant funds) to be used to cover administrative costs for the AB2766 grant funding of this project.

VII. Severability

1. If any clause or term of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the agreement shall remain in full force and effect.

VIII. Entire Agreement

1. This agreement and Attachments 1, 1 A, 2, 3 and 4 contain the entire agreement and all rights and obligations of the parties;
2. Amendments to this agreement may be proposed in writing by either party and signed and dated by the other party to be effective. Oral representations by either party or their representatives have no force or effect.

IX. Termination

A. For Cause

1. Breach of any term of this agreement by Sponsor Agency Grantee shall be a breach of the entire agreement. This agreement can be terminated without prior notice by the APCO should Grantee act to effect or fail to prevent any of the following events without prior approval by the APCO:

- Breach, or failure to abide by any term or condition of the agreement by Grantee;
- Assignment of any benefits of this agreement to a third party except as provided in Attachment 2;
- Delegation of any duties due-under this agreement to a third party except as provided in Attachment 2;
- Bankruptcy or dissolution of the Grantee;
- Failure by Grantee to perform duties and responsibilities due in a timely, professional or competent manner;
- Failure by Grantee to make reasonable progress toward implementing this agreement.

2. The APCO will transmit a notice of termination and end date to Grantee within three working days after termination for cause.

B. Without Cause

1. This agreement may be terminated without cause by the District Board with a 30 day prior written notice of termination and end date to Grantee.

C. Stop Work

Upon receipt of an APCO notice to stop work or a 30 day notice of termination, Grantee will immediately stop work on all activities for which grant funding was reimbursable under this agreement. The written notice may enable incurring reimbursable expenditures through a new end date, for purposes including:

- Continued activity needed to safeguard air quality emissions reductions reliant on grant funding as determined by the APCO;
- Continued other work necessary to terminate grant funded activities in an orderly fashion, as determined by the APCO.

Grant Acceptance Agreement
GAA99-49.WPD Project No 99-49

November 24, 1998

Grantee Initials Here:

XI. Acceptance

The undersigned authorized representatives of the parties do hereby agree that to abide by all terms and conditions of this agreement.

Name & Title of Authorized
Representative of Sponsor Agency Grantee

Date

Doug Quetin
Air Pollution Control Officer

Date

Approved as to form,

David Schott, Attorney at Law
MBUAPCD

Date

GAA99-49.WPD

Grant Acceptance Agreement
GAA99-49.WPD Project No 99-49

November 24, 1998

Grantee Initials Here:

E I

ATTACHMENT 1 - PROJECT DESCRIPTION
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program

To be prepared by Grantee -- See instructions in Attachment 4

A. Grantee: The Sponsoring Public Agency for the project. May not be a private corporation, person or entity.

B. Grant Acceptance Agreement Signing Date By APCO: To be entered by District

C. Budget: Total Project Amount: \$4,320
AB 2766 Grant \$4,320

D. Project No: 99-49 Title: Two ZAP Bikes

E. Project Schedule: Start Date: _____ End Date: _____

F. Activity Budget: Type of Period: Quarter: ___ Semester: ___ Year: ___

Description of AB2766 Grant Funded project activities:

Activity 1: _____

Activity 2: _____

Activity 3 : _____

Activity 4: _____

NOTE: Report only this agreement's AB2766 grant funding in the following table:

Table F.

Activity #	<u>1st Period</u>	<u>2nd Period</u>	<u>3rd Period</u>	<u>4th Period</u>
	Ends ____	Ends ____	Ends _ _	Ends 6/30/ ____
1.	\$ _____	\$ _____	\$ _____	\$ _____
2.	\$ _____	\$ _____	\$ _____	\$ _____
3.	\$ _____	\$ _____	\$ _____	\$ _____
4.	\$ _____	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____	\$ _____

G. Total Project Budget:

Grant Acceptance Agreement
 GAA99-49.WPD Project No 99-49

November 24, 1998

Grantee Initials Here:

Table G.	<u>AB2766</u> <u>Grant</u>	<u>Other</u> <u>Secured Funds</u>	<u>Project</u> <u>Total</u>
Equipment	\$ _____	\$ _____	\$ _____
Other capital	\$ _____	\$ _____	\$ _____
Personnel	\$ _____	\$ _____	\$ _____
Other operating	\$ _____	\$ _____	\$ _____
Grant Administration	<u>\$ XXXXX</u>	<u>\$ _____</u>	<u>\$ _____</u>
Total	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

Status Notes:

Total: AB2766 grant total is the approved grant for this project; project total is for the total project.
Secured funds: Available or Guaranteed by Grantee by date Grant Acceptance Agreement signed by APCO.

H. Status of Other Funding Sources:

Date of this status report: _____

<u>Other Funding Source</u>	<u>Amount</u>	<u>Notes on Status</u>
1. _____	\$ _____	_____
2. _____	\$ _____	_____
3. _____	\$ _____	_____
4. _____	\$ _____	_____
5. _____	\$ _____	_____
6. _____	<u>\$ _____</u>	_____
Total	<u>\$ _____</u>	

I. Monitoring Program:

Prior to disbursement of any grant funds, Grantee will obtain District staff approval of methods and procedures for monitoring and measurement of project-related emission reductions.

1. Type of Data Collection : Vehicle odometer and other records.
2. Measurements to be collected:
 - Unit of measure 1 Bike hours
 - Unit of measure 2 Bike miles
 - Unit of measure 3 Average patrol car miles travelled

3. Frequency and source of collection for each measure (describe):

Grantee will report patrol car annual average miles travelled for all department patrol cars during the year before and during the first year after vehicle acquisition (first annual report).

Grantee will keep records of measures 1 and 2 for the bikes, and will summarize quarterly in the annual report.

J. Grantee Contacts:

Program or Project Manager

Name: _____

Telephone: _____

Fax: _____

E-Mail: _____

Request for Reimbursement

Name: _____

Telephone: _____

Fax: _____

E-Mail: _____

K. Emissions and Cost Effectiveness Calculations:

Prepared by District Staff

Useful Life of Project : 3 Years

Approved AB2766 Grant: \$4,320

Total Tons over Useful Life: 0.27 Tons, Sum of NO_x, ROG and PM₁₀.

Cost Effectiveness = \$16,104

This concludes Attachment 1

Grant Acceptance Agreement
GAA99-49.WPD Project No 99-49

November 24, 1998

Grantee Initials Here:

ATTACHMENT 1A - PROJECT NARRATIVE
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program

To be prepared by Grantee -- See instructions in Attachment 4

Project Title: 99-49 Two ZAP Bikes

Grantee Agency: County of Santa Cruz Sheriff-Coronor's Office

Use as many pages as needed, numbered and identified as Attachment 1A.

*Grant Acceptance Agreement
Project No 99-49*

December II, 1998

Grantee Initials Here:

**ATTACHMENT 2: SPECIAL GRANT CONDITIONS
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program**

To be prepared by District -- See instructions in Attachment 4

Project Title: 99-49 Two ZAP Bikes

Grantee Agency: County of Santa Cruz Sheriff-Coronor's Office

These special conditions will take precedence over any conflicting general terms and conditions elsewhere in this Agreement.

1. For vehicles purchased in whole or part with District grant funds a vehicle use report satisfactory to the District must be submitted to the District after one year of use, including: number of vehicle miles traveled and total hours of operation.
2. All vehicles will conspicuously display an affixed District decal provided by the District.
3. Prior to final payment a District representative will inspect vehicles.
4. Title to vehicles will remain the exclusive property of Grantee, who will maintain the vehicles in accordance with manufacturer's recommendations throughout their useful life and will be solely responsible for their operation, use and eventual disposal.
5. In order to ensure emission reductions, Grantee will use the grant-funded ZAP bikes to replace travel by motor vehicle, not travel by foot or pedal bicycle.

This concludes Attachment 2

Grant Acceptance Agreement
GAA99-49.WPD Project No 99-49

November 24, 1998

Grantee Initials Here:

**ATTACHMENT 3 - CONFLICT OF INTEREST CERTIFICATION
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program**

**Project Title: 99-49 Two ZAP Bikes
Grantee Agency: County of Santa Cruz Sheriff-Coronor's Office**

I certify that no principal, director, or executive ("principal") for the Sponsor Agency Grantee is a member of the Board of Directors, Advisory Committee, Hearing Board or any other District committee or staff member of the District staff, with exceptions noted below, if any. I further certify that no principal of the Grantee has any economic relationship with a member of the Board of Directors, Advisory Committee, or Hearing Board or any staff member of the District, with exceptions noted below, if any. Non-disclosure of such relationships may result in termination of the agreement.

Exceptions (if any): _____

(Signature) Date _____

Name

Title

Sponsor Agency Grantee

This concludes Attachment 3

**ATTACHMENT 4 - INSTRUCTIONS FOR COMPLETING ATTACHMENTS,
REIMBURSEMENT REQUESTS, AND REPORTS
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program**

Project: Number (99- *) and title as shown on the draft Grant Acceptance Agreement (GAA).

Grantee Agency: Shown on draft GAA. Must be a public agency.

Instructions for: Attachment 1 - PROJECT DESCRIPTION

A. Grantee Name: Same as Grantee, or Sponsoring Agency shown on draft GAA.

B. Date Grant Acceptance Agreement signed by APCO. Entered by District.

C. Budget: Total budget may be increased with secured funds, but not amount of AB2766 grant funding.

D. Project Title: As on draft GAA.

E. Project Schedule: Project Start date is when Grant Acceptance Agreement is signed by APCO. Project End Date is two years later. These dates are entered by District upon execution of the Agreement. The Project End Date must be Feb. 28, 2001 or before, unless an extension is approved by the District Board.

F. Activity Budget

Activity. Activities are identified by the Grantee. Up to four specific activities for the project are described here.

Activity Periods. Up to four activity periods are identified by the Grantee. The first period will include the project start date and the last period will include the project end date. Periods may be calendar years, semesters *or* quarters. For annual reports and final reports, must end on June 30th. The last period in any report must end June 30th.

Activity by Period. Project costs to be reimbursed by AB2766 grant funds only are shown here. Budget line items total to the approved AB2766 grant amount in Section C. Grant administrative costs are not reimbursable.

G. Total Project Budget: This table shows the total project budget for the entire project covered by this agreement. Identify a line item for all project costs whether to be reimbursed by approved AB2766 grant or from other funding sources. The total for the AB2766 grant column should equal the approved grant amount shown in Section C. This plus the Other Secured Funding column should sum to the Project Total as also shown in Section C. The costs of administering the AB2766 Grant may not be reimbursed from the AB2766 Grant.

H. Status of Other Funding Sources: Indicate the source and amount of funds shown under "Other

**ATTACHMENT 4 - INSTRUCTIONS FOR COMPLETING ATTACHMENTS,
REIMBURSEMENT REQUESTS, AND REPORTS
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program**

Secured “ in Section G. Prior to APCO signature of this Grant Acceptance Agreement, all other funding sources shown in this table must be secure. Secured funding is defined as funding for which the source is specified and whose availability is either certain or assured by formal approval action; and for which the source has obligated, committed, or allocated the funding to this project, with all conditions to that allocation having been met.

I. Monitoring Program: Complete each item indicating what type of monitoring was conducted as the basis for estimating emission reductions over the report period.

J. Contact Person: Indicate the contact person for grant management *and* for requests for reimbursement, if different.

K. Emissions and Cost Effectiveness Calculations: *Prior* to initial disbursement of grant funds, Grantees will obtain District staff approval of methods and procedures to be used for monitoring and measurement before, during and after project completion. Any special conditions applicable will be included in Attachment 2.

Instructions for: Attachment 1A - PROJECT NARRATIVE

The project narrative describes the project concept and scope and phased implementation activities as needed. Project maps, graphics, tables, photographs may be used to supplement the narrative description. If unchanged, the original application version may be used in the Acceptance Agreement.

Instructions for: Attachment 2 - SPECIAL GRANT CONDITIONS

Special terms and conditions applicable to this specific project are shown here. Attachment 2 terms and conditions take precedence if conflicting with the rest of the agreement.

Instructions for: Attachment 3 - CONFLICT OF INTEREST CERTIFICATION

In this attachment, the Sponsor Agency Grantee discloses whether any principal, director, or executive (“principal”) of the Grantee has any of the identified relationships to the District or its committees or staff. If such a relationship exists, or is expected to exist during the term of the project, the identity of the principal and the relationship are shown here. Disclosure does not imply rescission of the District grant award, only a deliberate non- disclosure will terminate the agreement. Any authorized representative of the Grantee may sign this certification.

**ATTACHMENT 4 - INSTRUCTIONS FOR COMPLETING ATTACHMENTS,
REIMBURSEMENT REQUESTS, AND REPORTS
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program**

Instructions for: REQUESTS FOR REIMBURSEMENT.

A request for reimbursement must be approved by District staff prior to disbursement of grant funds. Requests for reimbursement Will be sent to the District, attention: Accounting Division, and will contain the following:

1. Amount of AB2766 grant funds:
 - Currently requested by budget item.
 - Received to date under this agreement, by budget item.
 - Remaining to be reimbursed under this agreement, by budget item.

2. Supporting documentation, for reimbursable expenditures, satisfactory to District staff. Such documentation may include, but is not limited to: vendor invoices, receipts, purchase orders, spreadsheets or other computer reports from project cost tracking software, listings of employees included in payroll expenditures or any other documents which will explain and support the actual expenditures claimed for reimbursement.

3. Certification, by Grantee's authorized representative, that all expenditures for which reimbursement by AB2766 grant funds occurred for the purposes stated in the reimbursement request.

4. Narrative report. Describe project scope and implementation activities, as in Attachment 1A. Project maps, graphics, tables, photographs or line art may be used to supplement a narrative description of the project. Report progress since the last report or reimbursement request. Include any problems anticipated in meeting the project completion schedule, achieving target emission reductions or otherwise implementing the grant funded project. If the timing of a reimbursement request coincides with an annual or final report, include those reports with the reimbursement request.

5. Name of preparer and signature of authorized representative of Sponsor Agency Grantee.

ANNUAL AND FINAL REPORTS

The Annual Reports are for fiscal years ending June 30th, and the Final Reports for the entire duration of the project. Annual and Final Report formats will be prepared as follows:

1. Cover/Title Page

**ATTACHMENT 4 - INSTRUCTIONS FOR COMPLETING ATTACHMENTS,
REIMBURSEMENT REQUESTS, AND REPORTS
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program**

2. Executive Summary - A general summary of activity over the reporting period - up to two pages.
3. Table of Contents - Show page numbers of text sections, as well as tables and figures (if any).
4. Chanter I: Introduction - Briefly describe the history, purpose and need for project, the nature of the project and what general air quality improvements are expected to result.
5. Chanter II: Project Description - Use Attachment 1 of the Grant Acceptance Agreement for this Chapter, supplemented if necessary to describe the scope, cost, funding and duration of the entire project. Section I of this Attachment will be used to report the type and amount of monitoring data collected for the reporting period. Section K. Emissions Reductions will be calculated by District as described below.

No later than 30 days before the annual or final report is due, Grantee will transmit Section I monitoring data, satisfactory to District staff, for District calculation of emissions reductions. District staff will calculate the amount of emissions reduced by the project and transmit these calculations to Grantee for use in Attachment 1, Section K.

7. Chanter III: Project Results - This narrative chapter will describe the project in detail. Describe the who, when and how of project execution during the past fiscal year (project term for final report). Describe achievements and successes as well as any delays or other problems. Discuss Grantee project management, and relationships with other sponsors or participants if any. Discuss phasing, scheduling and special conditions, if any. Include any changes to the project from the Grant Agreement or last report during the reporting period. Photographs or line art may be substituted for text to document project results. Use the emission reduction calculations prepared by District staff for Section K above to report air quality benefits achieved or emission reductions produced during the reporting period.

This concludes Attachment 4

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION No. _____

On the motion of Supervisor _____
duly seconded by Supervisor _____
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

WHEREAS, the County of Santa Cruz is a recipient of funds from Monterey Bay Unified Air Pollution for AB2766 Motor Vehicle Emissions Reduction program; and Control District

WHEREAS, the County is recipient of funds in the amount of \$ 4,320.00_____ which are either in excess of **those anticipated** or are not specifically set forth in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c)/29064(b), such funds may be made available for specific appropriation by a four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller accept funds in the amount of \$ 4,320.00 into

Department Sheriff-Coroner

T/C	Index Number	Revenue Subject Number	Account Name	Amount
001	661300	0 8 9 4	State Aid-Other	\$4,320.00

and that such funds be and are hereby appropriated as follows:

T/C	Index Number	Expenditure Subject Number	PRJ/UCD	Account Name	Amount
021	661300	8409		Mobile Equipment	\$4,320.00

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and that the Revenue(s) -(has been) (will be) received within the current fiscal year.

By W. A. Tracy Department Head

Date 1-11-59

COUNTY ADMINISTRATIVE OFFICER

 Recommended to Board Not Recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz,
 State of California, this _____ day of _____ 19____
 by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS

NOES: SUPERVISORS

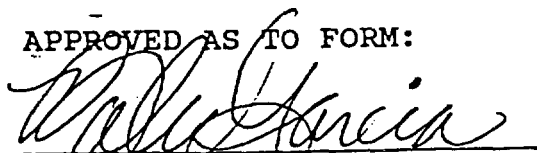
ABSENT: SUPERVISORS

 Chairperson of the Board

ATTEST:

 Clerk of the Board

APPROVED AS TO FORM:



 County Counsel

APPROVED AS TO ACCOUNTING DETAIL:



 Auditor-Controller

Distribution:

Auditor-Controller
 County Council
 County Administrative Officer
 Originating Department